

RYE CITY PLANNING COMMISSION
PUBLIC NOTIFICATION REQUIREMENTS AND PROCEDURES
SUBDIVISIONS, SITE PLANS & WETLANDS AND WATERCOURSES PERMITS

SUBDIVISIONS & SITE PLANS

1. An application to the Planning Commission for a subdivision or site plan approval will not be considered complete unless a Public Notification List (see attached standard form and procedures), prepared by the applicant in accordance with the following requirements and the attached procedures along with the tax map sheet(s) used in its preparation, is filed with the application.
2. The Public Notification List shall be prepared, using the most current City of Rye Tax Maps and Tax Assessment Roll, showing the Tax Map sheet, block and lot number, owner's name and owner's mailing address for each property located wholly or partially within five hundred (500) feet of the perimeter of the property that is the subject of the application, when said property is located in R-1 through R-6, RT, RA-1 through RA-5, or RFWP zoning districts, and seven hundred and fifty (750) feet when said property is located in RS, B-1 through B-7, LPD, MC, WR, or C zoning districts. If a property on the public notification list is also listed as a cooperative or an apartment on a list entitled "Apartment List City of Rye" maintained by the City Assessor's Office, the address of each of the dwelling units in the building shall also be listed under the name "Occupant", and each "Occupant" shall be considered a property owner for the purposes of the list.
3. A public hearing on an application will not be held unless the applicant has delivered a copy of the public notice provided by the City Planner to all of the property owners contained on the Public Notification List either personally or by first-class mail, posted within Westchester County at a post office or official depository of the Postal Service.
4. The delivery or mailing shall be limited solely to the public notice provided to the applicant by the City Planner.
5. In the case of personal delivery the public notice shall be delivered to all of the property owners and/or their spouse contained on the public notification list at least seven (7) days prior to the date of the public hearing.
6. In the case of delivery by mail, the public notice shall be mailed to all of the property owners contained on the public notification list by regular first-class mail, posted within Westchester County at a post office or official depository of the Postal Service, at least ten (10) days prior to the date of the public hearing.

7. Within two (2) business days after the personal delivery or mailing of the public notice, the applicant shall file an affidavit (see attached standard form) with the City Planner stating that the public notification list was prepared in accordance with required procedures, that the list includes all properties located wholly or partially within five hundred (500) feet of the perimeter of the property that is the subject of the application, when said property is located in R-1 through R-6, RT, RA-1 through RA-5, or RFWP zoning districts, and seven hundred and fifty (750) feet when said property is located in RS, B-1 through B-7, LPD, MC, WR, or C zoning districts, that the public notice was personally delivered or mailed to all of the property owners on the list and the date on which the public notice was delivered or mailed, which affidavit shall contain a copy of the list and the public notice.
8. In the event that a mailed public notice is returned by the Postal Service because it could not be delivered, the envelope indicating the reason for the return shall be filed with the City Planner no later than the day before the day of the public hearing.
9. A public hearing on an application will also not be held unless at least one (1) week preceding the date of the public hearing at least one (1) sign, a minimum of two by three (2 x 3) feet in size and carrying a legend prescribed by the Planning Commission announcing the public hearing shall be posted on the property. See attached sample of the required text for the sign. The height of the lettering on the sign shall be no less than two (2) inches, except that the words "PUBLIC NOTICE" appearing at the top of the sign shall have no less than five (5) inch high lettering. The sign shall be in full public view from the street and not more than thirty (30) feet therefrom. No later than the day before the day of the public hearing, the applicant shall file an affidavit (see attached standard form) with the City Planner stating that the sign was posted on the property in accordance with these requirements. The sign shall be removed from the property within two (2) days after the public hearing.

INFORMAL REVIEWS SUBDIVISION AND SITE PLANS

1. An informal review will not be held unless at least one (1) week preceding the date of the informal review at least one (1) sign, a minimum of two by three (2 x 3) feet in size and carrying a legend prescribed by the Planning Commission announcing the informal review shall be posted on the property. See attached sample of the required text for the sign. The height of the lettering on the sign shall be no less than two (2) inches, except that the words "PUBLIC NOTICE" appearing at the top of the sign shall have no less than five (5) inch high lettering. The sign shall be in full public view from the street and not more than thirty (30) feet therefrom.
2. No later than the day before the day of the informal review, the applicant shall file an affidavit (see attached standard form) with the City Planner stating that the sign was posted on the property in accordance with these requirements. See attached standard

form. The sign shall be removed from the property within two (2) days after the informal review.

CHAPTER 195 - WETLANDS AND WATERCOURSES PERMITS

Note: When an activity subject to regulation under Chapter 195, Wetlands and Watercourses, also requires Planning Commission approval pursuant to another Chapter of the Code of the City of Rye, the requirements for public hearings and public notification by the applicant shall be the same as required for the other approval. When the only other approval involves Chapter 73, Coastal Zone Management Consistency Review, the requirements described below shall apply.

1. A public hearing will not be held unless, the applicant shall deliver a copy of the public notice provided by the City Planner to all of the immediate neighbors either personally or by first-class mail, posted within Westchester County at a post office or official depository of the Postal Service.
2. The Public Notification List (see attached standard form and procedures) shall be prepared, using the most current City of Rye Tax Maps and Tax Assessment Roll, showing the Tax Map sheet, block and lot number, owner's name and owner's mailing address for each immediate neighbor. Immediate neighbors shall include those adjacent to or opposite from the property which is the subject of the application, as identified on Schedule A attached.
3. The delivery or mailing shall be limited solely to the public notice provided to the applicant by the City Planner.
4. In the case of personal delivery, the public notice shall be delivered to all of the immediate neighbors and/or their spouse at least seven (7) days prior to the date of the public hearing.
5. In the case of delivery by mail, the public notice shall be mailed to all of the immediate neighbors by first-class mail, posted within Westchester County at a post office or official depository of the Postal Service, at least ten (10) days prior to the date of the public hearing.
6. Within two (2) business days after the personal delivery or mailing of the public notice, the applicant shall file an affidavit with the City Planner attesting to proper notice. See attached standard form.
7. In the event that a mailed public notice is returned by the Postal Service because it could not be delivered, the envelope indicating the reason for the return shall be filed with the City Planner no later than the day before the day of the public hearing.

PUBLIC NOTIFICATION LIST PREPARATION PROCEDURES

SUBDIVISIONS, SITE PLANS & WETLANDS AND WATERCOURSES PERMITS

1. All Public Notification Lists (see attached standard form) shall be typed or hand printed and clearly legible.
2. The attached Public Notification List forms shall be prepared using the most current Rye City Tax Map, most current Tax Assessment Role and most current Apartment List on File in the City Assessor's Office.
3. In the case of subdivisions and site plan applications, the applicant shall purchase copies of the appropriate tax map sheet/s from the City Assessor and on the copies draw, in red, the boundary of the property, which is the subject of the application and a line located (500) feet from the perimeter of the property, when said property is located in R-1 through R-6, RT, RA-1 through RA-5, or RFWP zoning districts, and 750 feet when said property is located in RS, B-1 through B-7, LPD, MC, WR, or C zoning districts. In the event that copies of the tax map sheets are not available for reproduction, the applicant shall prepare the Public Notification List using the copy on file in the City Assessor's Office and shall instead obtain a copy of the tax map index sheet, on which the perimeter of the property which is the subject of the application and the 500 or 750 foot line shall be shown, in red, as accurately as possible.
4. Using the tax map/s and the attached Public Notification List forms, the applicant shall determine and list the sheet, block and lot number of each property required to be notified. The applicant shall then request to see the most current Tax Assessment Role and obtain from the Tax Assessment Roll the name of the owner of each property and their mailing address. (The mailing address may not be the same as the address of the property.) In the event that the mailing address is that of a bank or tax service, the notice must be delivered or mailed to the actual address of the property. Do not deliver or mail the notice to the bank or tax service. In the case of subdivision and site development plans, the applicant shall also request to see the most current Apartment List for the City of Rye, and if a property on the public notification list is also listed as a cooperative or an apartment on the Apartment List determine the address of each of the dwelling units in the building and list them under the name "Occupant", and each "Occupant" shall be considered a property owner for the purposes of the list.

SIGN REQUIREMENTS

SUBDIVISIONS AND SITE PLAN - INFORMAL REVIEWS & PUBLIC HEARINGS

The applicant must install a sign on the subject property announcing the Public Hearing/Informal Review. Such sign shall be in the following format:

<p style="text-align: center;">PUBLIC NOTICE</p> <p>A <u>PUBLIC HEARING/INFORMAL REVIEW</u> CONCERNING THIS PROPERTY WILL BE <i>(select one)</i> HELD BY THE PLANNING COMMISSION ON _____, AT 8:00 P.M. <i>(insert date)</i> IN THE COUNCIL ROOM OF THE RYE CITY HALL ON BOSTON POST ROAD. ADDITIONAL INFORMATION IS AVAILABLE AT THE CITY PLANNER'S OFFICE.</p>

SIGN SPECIFICATIONS ARE AS FOLLOWS:

1. Size of sign to be a minimum of 2 feet by 3 feet.
2. Size of lettering is a minimum of 2 inches, except that the words "PUBLIC NOTICE" appearing at the top of the sign shall have no less than 5 inch high lettering.
3. Sign must be in full public view, set back not more than 30 feet from the street.
4. Sign must be posted at least one week prior to the scheduled meeting.

PUBLIC NOTIFICATION LIST

TITLE SHEET

Sheet 1 of

Type of Application/s: _____

Address of Property: _____

Name of Project: _____

Tax Map Reference: Sheet _____

Block _____

Lot/s _____

Applicant's Name: _____

Applicant's Address: _____

Date List Was Prepared: _____

Person Preparing List: _____

PUBLIC NOTIFICATION LIST

LIST OF PROPERTY OWNERS

Sheet _____ of _____

(Make Additional Copies as Needed)

Sheet _____ Name of Owner: _____

Block _____ Street Address: _____

Lot _____ City, State & Zip: _____

Sheet _____ Name of Owner: _____

Block _____ Street Address: _____

Lot _____ City, State & Zip: _____

Sheet _____ Name of Owner: _____

Block _____ Street Address: _____

Lot _____ City, State & Zip: _____

Sheet _____ Name of Owner: _____

Block _____ Street Address: _____

Lot _____ City, State & Zip: _____

Sheet _____ Name of Owner: _____

Block _____ Street Address: _____

Lot _____ City, State & Zip: _____

PLANNING COMMISSION
CITY OF RYE

-----X

Matter of Application of

AFFIDAVIT

-----X

State of New York)
) SS.:
County of Westchester)

I, _____, being duly sworn, deposes and says:

That the public notice sign was posted in accordance with posting requirements,
on the property located at _____, Rye, New York,
on _____, 199_____, which is the subject of an application pending
before the Rye City Planning Commission.

Signature

Sworn to before me this

_____ day of _____, 19_____

Notary Public

PLANNING COMMISSION
CITY OF RYE

-----X

Matter of Application of

AFFIDAVIT

-----X

State of New York)
) SS.:
County of Westchester)

I, _____, being duly sworn, deposes and says:

That public notices were mailed in accordance with the public notification requirements to all those listed on the attached notification list who are the owners of property located wholly or partially within 500/750 (strike out one) feet of the property located at _____, Rye, New York, which is the subject of an application pending before the Rye City Planning Commission.

Said notice was sent first class mail posted at the _____ Post Office.

A copy of said notice and public notification list is attached hereto.

Signature

Sworn to before me this

_____ day of _____, 19_____

Notary Public

PLANNING COMMISSION
CITY OF RYE

-----X

Matter of Application of

AFFIDAVIT

-----X

State of New York)
) SS.:
County of Westchester)

I, _____, being duly sworn, deposes and says:

That public notices were mailed in accordance with the public notification requirements for a Wetlands and Watercourses Permit application.

Said notice was sent first class mail posted at the _____ Post Office.

Signature

Sworn to before me this

_____ day of _____, 19_____

Notary Public